

# NCCD

## EVIDENCE GATHERING shouldn't be a complex task



Every school in Australia is required to take part in the **Nationally Consistent Collection of Data** on School Students with Disability. **Keep it simple.**

The federal **Department of Education, Skills and Employment (DESE)** has released a fact sheet outlining the evidence requirements of the **Nationally Consistent Collection of Data on School Students with Disability (NCCD)**.

**The IEU has worked collaboratively with the DESE to develop these guidelines and keep the process simpler for you.**

The IEU made on-going representation to the DESE about the need to clarify the reasonable expectations of evidence collection in the face of often unreasonable and inconsistent employer demands.

### Key elements of the fact sheet are summarised below.

#### NECESSARY • UNNECESSARY EVIDENCE:



Schools are encouraged to build the gathering of evidence into their ongoing processes and structures. Teachers and school staff can draw on their **existing records** of assessments, teaching/learning outcomes, consultations with parents, carers or students and records of adjustments.



DESE requires **evidentiary materials** that cover four areas of identified need, adjustments, consultation/collaboration, and monitoring/review to be sighted. It is possible that evidence for all four areas can be recorded in one concise document, such as an Individual Learning Plan or similar.



The DESE NCCD Portal contains guides and templates; these are **not exhaustive** checklists and **not all of these sample documents are required**.



Evidence will be reviewed during the non-government school Census post-enumeration exercise in **whatever form it is held in** by the school.



Schools are **not required to create new or additional evidence** for the purposes of the NCCD.



Schools are **not required to collate the evidence into one document**. If a school chooses to develop such a document for the purposes of overview or planning, it should be concise and usable.



**Duplication of evidence** into other forms, formats or locations is **not required by DESE** at class, school or system level.

#### EXCESS EVIDENCE EXAMPLES:

DESE is strongly encouraging school staff **not to create unnecessary documentation**, including but not limited to:

- ✗ **Teacher notes or annotations at the end of lessons** to describe the adjustments made or student goals – recording adjustments in the program or elsewhere is sufficient.
- ✗ **Narrative or supplementary texts** explaining school decisions with respect to a student's adjustments – recording the adjustments to be provided is sufficient.
- ✗ **Annotations to the timetable post-lesson** by learning support officers/teacher aides – a timetable specifying the activities occurring in particular sessions is sufficient.
- ✗ **Photographs** (with appropriate approvals) of teachers or aides supporting students – timetables, programs or student assessments are sufficient.
- ✗ **Maps** or photographs of the location of a student's seat in the classroom – a statement is sufficient.
- ✗ **Voice recordings** (with appropriate approvals) of meetings – written notes are sufficient.

#### WHAT THIS MEANS FOR IEU MEMBERS

The DESE guidance provides helpful clarification about **what should and should not be expected of staff** who are collecting evidence for the NCCD.

The **guidelines empower IEU Sub-Branches to reduce workload pressures** by securing NCCD processes that align with these guidelines.

**Speak to your IEU Organiser about how the Sub-Branch can improve NCCD practices in schools.**

This poster contains extracts from the DESE Fact Sheet: **Evidence Requirements for the Nationally Consistent Collection of Data on School Students with Disability (NCCD)**. DESE has approved the IEU's distribution of this resource. View a full copy of the fact sheet at [www.dese.gov.au](http://www.dese.gov.au)



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